Chiof, Mongagement Staff

11 December 1959

Chief, Fecords Management Staff

Weekly Report for Week Bading 9 December 1959

# 1. Contributions

#### a. Tangible

- (1) Eight offices transferred 263 cm. ft. of inactive records to the Records Center making a total of 7,078 cm. ft. of inactive records transferred thus far during PY 60.
- (2) The Center destroyed 335 cu. ft. of records leaving \$17 cu. ft. to be burned.
- (3) Completed six revised forms.
- (4) Obsoleted five forms.

### b. Intengible

- (1) Assisted Legislative Counsel in retiring 4 cu. ft. of records to the Center.
- (2) The Filing Refresher Training Workshop presented to 50 DD/P employees.
- (3) The records of the President's Advisory Committee on Political Refugees were found in New York City. The CVStaff is now handling arrangements. Project complete.
- (4) Evaluated or commented on 4 employee suggestions.

## 2. Assignments - Active

#### a. Forms

- (1) Seven new and 11 revised forms.
- (2) Teletype Dissemination Information Reports and Systems.
- (3) Revision of Dispatch forms

Disseminated copies of the proposed form for

informal coordination.

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		(4) Improved Management of Stocked Forms.
		(5) Expediting Printing of Information Reports.
		(6) Improvement of Quality of Information Reports.
		(7) Pores for RCA-501 Competer System.
	ъ.	Shelf Filing
		(1) Office of Personnel
25X1		<b>(2)</b>
		All preliminary work has been approved. A requisition for filing equipment has been submitted to logistics. We estimate that a boy savings in floor space and a 50% in file space will be realised when installation is completed.
25X1		(3)
		(4) Office of Communications
	G.	Filling Systems
		(1) Management Staff, Old
	ď.	Records Control Schedules
		(1) Smoontive Registry
25V4		(2) FI Staff
25X1		(3)
		(h) œ1
	٥.	Special Projects
		(1) Revision and Reorder of Overnight Storage Boxes.
		(2) Entrance-on-Duty and Refractor Training Workshop in Filing. See 1b(2).
		(3) Physical Consolidation of Vital Materials and Records

- (4) Transfer of Certain Captured German Documents from State D partment and Sational Archives to CIA.
- ()) Records of President's Advisory Committee on Political Refuses.
- (6) Records Management Borvey of OL/RB & CD.
- (7) Records Management Survey of DD/P/FP Support Division.
- (d) Records Disposition Activity Promotion.

Assistant to the DD/I, to discuss improving records disposition activity in the DD/I area. Mr. Amory has proposed establishing an arbitrary records volume reduction goal of 20% or 25% of current holdings. He is particularly interested in developing retirement criteria for analysts' files.

25X1

Mr. Borel, AD/CR, is giving full support to improving records disposition in OCR. Also, steps have been taken to reduce Records Center holdings of OCR publications. Stock levels and disposition schedules have been developed for these holdings.

<b>3</b> ★	Bey	SCHOOLINE USAS DESIGNATIONS TOR STREET	
25X1	8.	Logistics, Medical, and the Office of the ED/S to discuss need for warehouse space	25X1 25X1
	\$ .	completed the RCA 501 Computer Orientation.	25X1
	<b>4</b>	ettended the USA Workshop Speeding Correspondence.	25X1
25X1 25X1	đ.	office of DD/P, RID and Frinting Services Division/OL on the Microfilm Project. Another briefing for branch chiefs of the WH Area will be given Friday, 11 December 1959.	
Di		bution: g - addressee	
	1 1 1 1	- RECORDS CENTER )	25X1

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